



Election Procedure Training

Prepared by:
County Clerk-Recorder

Introduction & Oath

◆ You are an integral part of our team during Election season.

◆ Your mission

- ◆ Assist every qualified voter
- ◆ Ensure security of ballots
- ◆ Provide a positive experience
- ◆ Ensure & protect the right to vote




Training is to help you become familiar with the rights of voters, understand the importance of cultural sensitivity, know how and when to assist voters with disabilities or other special needs, and know your responsibilities and the limits to your authority.



Viewing Training Materials Online

- Go to: www.slovote.com, click on [Elections and Voting](#), click on [Precinct Workers](#), under Reference area select the information you want to view.

[Home](#) > [Departments](#) > [Clerk-Recorder](#) > [All Services](#) > [Precinct Workers](#)





Tommy Gong
County Clerk-Recorder


 **Reference** 


[Precinct Worker Programs](#)


☒ [Precinct Worker Application](#)


 [Precinct Worker Training Presentation - 2017-11-08](#)

 [Precinct Worker Elections Procedure Manual - 2017-11-08](#)

 [How to Process a Voter](#)

 [How to Assist People with Disabilities](#)

 [How to Operate the AutoMARK](#)

 [How to Assemble the Blue Bag](#)

[Elections and Voting](#)

Precinct Workers

What is this service?

This service provides information about becoming a precinct (poll) worker and allows you to view precinct worker training material. See [precinct worker programs](#) for more information.

Who can use this service?

A precinct worker must be either a registered voter in California or a permanent legal resident of the United States.

Is there a charge for this service?

Precinct Worker Pay

- Clerks** receive \$48.50 for half day; \$97 for full day, plus \$20 bonus for attending the election training course
- Inspectors** receive between \$137 & \$162 depending on assignment, plus \$20 bonus for attending the election training course

What's New?

- **Returning a Vote-by-Mail Ballot**
- **Facsimile Ballots**
- **Ballot “Selfies” Allowed**
- **Processing a Voter Flowchart**
- **Additional Notations for the Roster Clerk**
- **Conditional Voter Registration (CVR)**
- **Closing Envelope → Seals & Certificates Envelope**

Lead Inspector vs. Inspector:

Lead:

Contacts facility & other Inspectors

Coordinates setup with other Inspectors

Both:

- **On-site Precinct Supervisor on Election Day**
- **Distribute Election Day duties to workers**
- **Coordinate breaks and lunches.**

Who may I call for help?

Precinct Assistant:

- **County election official assigned to a group of precincts**
- **First point of contact for Inspectors**
- **Responsible for making sure Election procedures are followed by Inspectors and Precinct Workers**
- **AutoMARK experts**

Before Election Day

After Leaving Training:

Review Manual

- ☐ Take notes, tab for quick reference, highlight

Special Requirements?

- ☐ Remember to ask workers if they have special needs.
(example: need to take break at specific time for medications)

Questions??

**Contact your
Precinct
Assistant**

**Call your workers
before Election Day!**

For Discussion:

- **Expected Arrival Time**
- **Breaks / Lunches**
- **Duties**
- **Skills**
- **Languages**

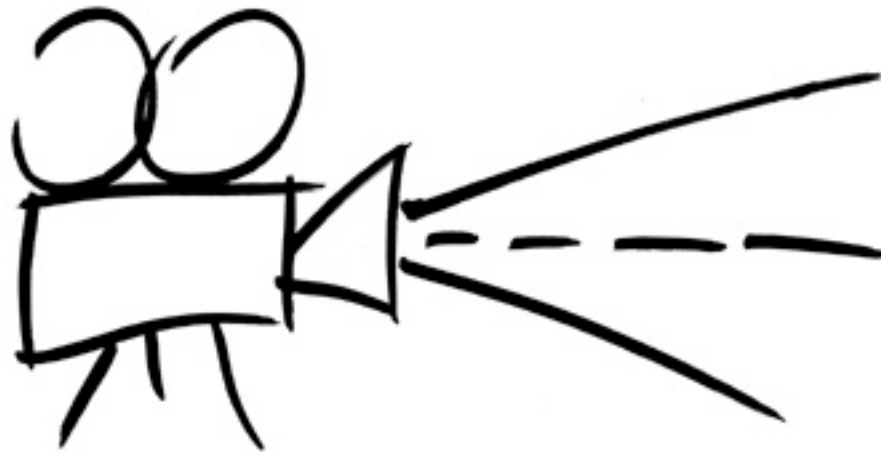
Clerk Positions

- **Roster Clerk:** Uses the Roster to look up voter, determine eligibility, and have voter sign to receive ballot.
- **Tally Clerk:** Keeps track of how many voters signed the Roster on the Voter Tally and the line numbers of those voters on the Line # Tracker.
- **Ballot Clerk:** Gives voter the correct ballot with a secrecy sleeve, explains how to mark correctly, reminds voter to bring back pen and directs voter back to Ballot Box Clerk.
- **Ballot Box Clerk:** Happily directs voter to deposit their ballot and gives out “I Voted” stickers.

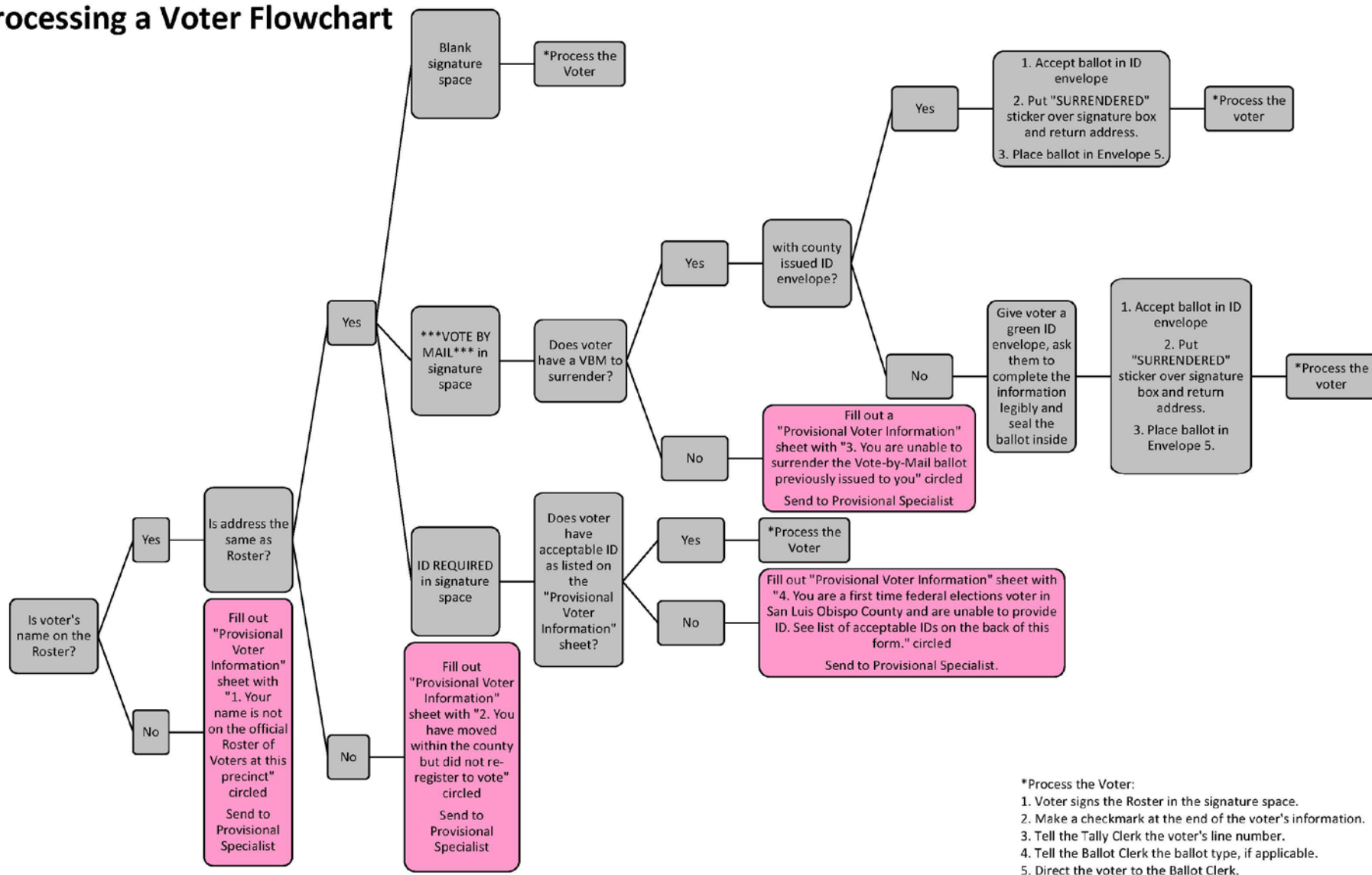


Processing a Voter

Video Presentation



Processing a Voter Flowchart


















ALPHABETICAL LISTING

Roster

WARNING: It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Election Code Section 14108 / 18560)."

ACTIVE VOTERS

VOTER ADDRESS	LAST NAME	FIRST NAME	SIGNATURE	VOTER ID	BT	LINE #	TALLY #
1801 WELLER WAY	DE GROOT	JOHANNES CORNELIUS		 236384	15	331	
1652 LATHAM DR	DE HART	BONNIE JO		 16146	33	332	
1652 LATHAM DR	DE HART	KENNETH MICHAEL	Ken M. DeHart	 25686	33	333	✓
50 STANFORD PKWY	DE JOURNETT	RODGER	*** VOTE BY MAIL VOTER ***	 81231	15	334	
50 STANFORD PKWY	DE JOURNETT	SHIRLEE ANN	*** VOTE BY MAIL VOTER ***	 128275	15	335	
578 DOWNEY LN	DEALBA	SALBADOR J	ID Required	 252669	15	336	
1929 HAIGHT AVE	DEFREESE	JESSIE LAURA		 126699	15	337	
228 PERKINS PL	DEGHER	DENNIS J	*** VOTE BY MAIL VOTER ***	 49782	25	338	
49 BOOTH RD	DEIRMENJIAN	ARAM VERNON		 194679	33	339	
49 BOOTH RD	DEIRMENJIAN	PATRICIA JO ANN		 194680	33	340	
7326 PARDEE ST	DELINE	LISA D	VBM	 145604	15	341	
7326 PARDEE ST	DELINE	TODD ALLAN	*** VOTE BY MAIL VOTER ***	 128254	15	342	
77 BURNETT TRAIL	DELUCAS	SARAH ANN	*** VOTE BY MAIL VOTER ***	 97665	15	343	
8993 PACHECO LN	DEN HAMER	VICTORIA	*** VOTE BY MAIL VOTER ***	 215726	25	344	
12069 YOUNG PL	DENNIS	GARY DALE	*** VOTE BY MAIL VOTER ***	 256251	25	345	

CONSOLIDATED GENERAL ELECTION
NOVEMBER 4, 2014

SAN MIGUEL COMMUNITY BLDG.
256 13TH ST. SAN MIGUEL

Consolidation : 101 - CON 101-01L
TOTAL SIGNATURES AFFIXED =

Key to establishing voter's eligibility.

*****VOTE-BY-MAIL VOTER***** in Signature space means the voter **must** have a ballot to surrender. No ballot = **vote provisionally**.









Late Registrant Roster

Contains eligible voters who registered after Rosters were printed.

Inspector shall write "LATE REG" or "LR" in the signature line on the Roster for those voters listed in the Late Registrant Roster.

"WARNING: It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Election Code Section 14108 / 18560)."
The following people registered after the Rosters were run, but are eligible to vote in this election. Please tape this list to one of the blank sheets right after the first alphabetical listing in the combined Roster-Index. Please make sure everyone on your board knows where they are.

LATE REGISTRANTS

VOTER ADDRESS	LAST NAME	FIRST NAME	SIGNATURE	VOTER ID	BT	TALLY #
1251 STONEMAN WAY	YOUNG	SCOTT PAUL		 176856	31	_____
1251 STONEMAN WAY	YOUNG	TRACEY ANN	*** VOTE BY MAIL VOTER ***	 78508	33	_____
1869 WATERMAN PKWY	ZACK	ARTHUR A		 89822	33	_____
888 GAGE ST	ZAMORA	RON PERFECTO		 195679	33	_____
909 MERRIAM ST	ZEMAITIS	DANIELLE A	*** VOTE BY MAIL VOTER ***	 107678	33	_____
909 GILLET ST	ZEMAITIS	MICHAEL J		 110409	33	_____
1963 DOWNEY AVE	ZIMMERMAN	STEVE L	*** VOTE BY MAIL VOTER ***	 52802	32	_____
18 BIGLER RIDGE	ZOLKOSKI	MARY	*** VOTE BY MAIL VOTER ***	 8202	33	_____

If the voter is not in the Roster or Late Registrant Roster, they vote a **Provisional ballot**.

Voter Tally

Conveniently
located in
the back of
the Roster

•Used to
balance
hourly
against
the Line
Tracker
and at
the Close
of Polls

V O T E R T A L L Y																									
1	36	71	106	141	176	211	246	281	316	351	386	421	456	491	526	561	596	631	666	701	736	771	806	841	876
2	37	72	107	142	177	212	247	282	317	352	387	422	457	492	527	562	597	632	667	702	737	772	807	842	877
3	38	73	108	143	178	213	248	283	318	353	388	423	458	493	528	563	598	633	668	703	738	773	808	843	878
4	39	74	109	144	179	214	249	284	319	354	389	424	459	494	529	564	599	634	669	704	739	774	809	844	879
5	40	75	110	145	180	215	250	285	320	355	390	425	460	495	530	565	600	635	670	705	740	775	810	845	880
6	41	76	111	146	181	216	251	286	321	356	391	426	461	496	531	566	601	636	671	706	741	776	811	846	881
7	42	77	112	147	182	217	252	287	322	357	392	427	462	497	532	567	602	637	672	707	742	777	812	847	882
8	43	78	113	148	183	218	253	288	323	358	393	428	463	498	533	568	603	638	673	708	743	778	813	848	883
9	44	79	114	149	184	219	254	289	324	359	394	429	464	499	534	569	604	639	674	709	744	779	814	849	884
10	45	80	115	150	185	220	255	290	325	360	395	430	465	500	535	570	605	640	675	710	745	780	815	850	885
11	46	81	116	151	186	221	256	291	326	361	396	431	466	501	536	571	606	641	676	711	746	781	816	851	886
12	47	82	117	152	187	222	257	292	327	362	397	432	467	502	537	572	607	642	677	712	747	782	817	852	887
13	48	83	118	153	188	223	258	293	328	363	398	433	468	503	538	573	608	643	678	713	748	783	818	853	888
14	49	84	119	154	189	224	259	294	329	364	399	434	469	504	539	574	609	644	679	714	749	784	819	854	889
15	50	85	120	155	190	225	260	295	330	365	400	435	470	505	540	575	610	645	680	715	750	785	820	855	890
16	51	86	121	156	191	226	261	296	331	366	401	436	471	506	541	576	611	646	681	716	751	786	821	856	891
17	52	87	122	157	192	227	262	297	332	367	402	437	472	507	542	577	612	647	682	717	752	787	822	857	892
18	53	88	123	158	193	228	263	298	333	368	403	438	473	508	543	578	613	648	683	718	753	788	823	858	893
19	54	89	124	159	194	229	264	299	334	369	404	439	474	509	544	579	614	649	684	719	754	789	824	859	894
20	55	90	125	160	195	230	265	300	335	370	405	440	475	510	545	580	615	650	685	720	755	790	825	860	895
21	56	91	126	161	196	231	266	301	336	371	406	441	476	511	546	581	616	651	686	721	756	791	826	861	896
22	57	92	127	162	197	232	267	302	337	372	407	442	477	512	547	582	617	652	687	722	757	792	827	862	897
23	58	93	128	163	198	233	268	303	338	373	408	443	478	513	548	583	618	653	688	723	758	793	828	863	898
24	59	94	129	164	199	234	269	304	339	374	409	444	479	514	549	584	619	654	689	724	759	794	829	864	899
25	60	95	130	165	200	235	270	305	340	375	410	445	480	515	550	585	620	655	690	725	760	795	830	865	900
26	61	96	131	166	201	236	271	306	341	376	411	446	481	516	551	586	621	656	691	726	761	796	831	866	901
27	62	97	132	167	202	237	272	307	342	377	412	447	482	517	552	587	622	657	692	727	762	797	832	867	902
28	63	98	133	168	203	238	273	308	343	378	413	448	483	518	553	588	623	658	693	728	763	798	833	868	903
29	64	99	134	169	204	239	274	309	344	379	414	449	484	519	554	589	624	659	694	729	764	799	834	869	904
30	65	100	135	170	205	240	275	310	345	380	415	450	485	520	555	590	625	660	695	730	765	800	835	870	905
31	66	101	136	171	206	241	276	311	346	381	416	451	486	521	556	591	626	661	696	731	766	801	836	871	906
32	67	102	137	172	207	242	277	312	347	382	417	452	487	522	557	592	627	662	697	732	767	802	837	872	907
33	68	103	138	173	208	243	278	313	348	383	418	453	488	523	558	593	628	663	698	733	768	803	838	873	908
34	69	104	139	174	209	244	279	314	349	384	419	454	489	524	559	594	629	664	699	734	769	804	839	874	909
35	70	105	140	175	210	245	280	315	350	385	420	455	490	525	560	595	630	665	700	735	770	805	840	875	910

SPOILED BALLOTS	
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- **Mandatory;** used to track the number of voters who signed the Roster and ballots issued

Outside Indexes

PUT in Envelope No. 4
Election Night

NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14294 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES, TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

CON 101

Marked Index— REMEMBER TO STOP MARKING THIS OUTSIDE INDEX AFTER THE 6PM MARKING.

**Post both
indexes:**

**directly
outside the
outermost
door**

or

**directly
inside the
outermost
door**

**of the polling
place**

PUT in Envelope No. 4
Election Night

NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14297 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES, TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

CON 101

Line # Tracker

Line # Tracker

7am - 8 am

1	41	81	121	161	201	241	281	321	361	401	441	481	521	561	601	641	681	721	761	801	841	881	921	961
2	42	82	122	162	202	242	282	322	362	402	442	482	522	562	602	642	682	722	762	802	842	882	922	962
3	43	83	123	163	203	243	283	323	363	403	443	483	523	563	603	643	683	723	763	803	843	883	923	963
4	44	84	124	164	204	244	284	324	364	404	444	484	524	564	604	644	684	724	764	804	844	884	924	964
5	45	85	125	165	205	245	285	325	365	405	445	485	525	565	605	645	685	725	765	805	845	885	925	965
6	46	86	126	166	206	246	286	326	366	406	446	486	526	566	606	646	686	726	766	806	846	886	926	966
7	47	87	127	167	207	247	287	327	367	407	447	487	527	567	607	647	687	727	767	807	847	887	927	967
8	48	88	128	168	208	248	288	328	368	408	448	488	528	568	608	648	688	728	768	808	848	888	928	968
9	49	89	129	169	209	249	289	329	369	409	449	489	529	569	609	649	689	729	769	809	849	889	929	969
10	50	90	130	170	210	250	290	330	370	410	450	490	530	570	610	650	690	730	770	810	850	890	930	970
11	51	91	131	171	211	251	291	331	371	411	451	491	531	571	611	651	691	731	771	811	851	891	931	971
12	52	92	132	172	212	252	292	332	372	412	452	492	532	572	612	652	692	732	772	812	852	892	932	972
13	53	93	133	173	213	253	293	333	373	413	453	493	533	573	613	653	693	733	773	813	853	893	933	973
14	54	94	134	174	214	254	294	334	374	414	454	494	534	574	614	654	694	734	774	814	854	894	934	974
15	55	95	135	175	215	255	295	335	375	415	455	495	535	575	615	655	695	735	775	815	855	895	935	975
16	56	96	136	176	216	256	296	336	376	416	456	496	536	576	616	656	696	736	776	816	856	896	936	976
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19	59	99	139	179	219	259	299	339	379	419	459	499	539	579	619	659	699	739	779	819	859	899	939	979
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21	61	101	141	181	221	261	301	341	381	421	461	501	541	581	621	661	701	741	781	821	861	901	941	981
22	62	102	142	182	222	262	302	342	382	422	462	502	542	582	622	662	702	742	782	822	862	902	942	982
23	63	103	143	183	223	263	303	343	383	423	463	503	543	583	623	663	703	743	783	823	863	903	943	983
24	64	104	144	184	224	264	304	344	384	424	464	504	544	584	624	664	704	744	784	824	864	904	944	984
25	65	105	145	185	225	265	305	345	385	425	465	505	545	585	625	665	705	745	785	825	865	905	945	985
26	66	106	146	186	226	266	306	346	386	426	466	506	546	586	626	666	706	746	786	826	866	906	946	986
27	67	107	147	187	227	267	307	347	387	427	467	507	547	587	627	667	707	747	787	827	867	907	947	987
28	68	108	148	188	228	268	308	348	388	428	468	508	548	588	628	668	708	748	788	828	868	908	948	988
29	69	109	149	189	229	269	309	349	389	429	469	509	549	589	629	669	709	749	789	829	869	909	949	989
30	70	110	150	190	230	270	310	350	390	430	470	510	550	590	630	670	710	750	790	830	870	910	950	990
31	71	111	151	191	231	271	311	351	391	431	471	511	551	591	631	671	711	751	791	831	871	911	951	991
32	72	112	152	192	232	272	312	352	392	432	472	512	552	592	632	672	712	752	792	832	872	912	952	992
33	73	113	153	193	233	273	313	353	393	433	473	513	553	593	633	673	713	753	793	833	873	913	953	993
34	74	114	154	194	234	274	314	354	394	434	474	514	554	594	634	674	714	754	794	834	874	914	954	994
35	75	115	155	195	235	275	315	355	395	435	475	515	555	595	635	675	715	755	795	835	875	915	955	995
36	76	116	156	196	236	276	316	356	396	436	476	516	556	596	636	676	716	756	796	836	876	916	956	996
37	77	117	157	197	237	277	317	357	397	437	477	517	557	597	637	677	717	757	797	837	877	917	957	997
38	78	118	158	198	238	278	318	358	398	438	478	518	558	598	638	678	718	758	798	838	878	918	958	998
39	79	119	159	199	239	279	319	359	399	439	479	519	559	599	639	679	719	759	799	839	879	919	959	999
40	80	120	160	200	240	280	320	360	400	440	480	520	560	600	640	680	720	760	800	840	880	920	960	1000

Late Registrants

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Total Previous: _____

Total This Hr: 4

Add # of
Late
Registrants 1

Current Total 5

Tally # from
Voter Tally _____

**Current Total and
Voter Tally should match**

Turn over for more numbers

- Cross off the line # of the voter so they can be marked off the Outside Index.

OUTSIDE INDEX

Run Date: 4/14/2014



VOTER ID	LAST NAME	FIRST NAME	STATUS	BALLOT TYPE	LINE #
100688	HOVDAL	JON THERON		4	551
115866	HOWARD	GLORIA VIVIANA		4	552
152051	HOWARD	JEFFREY S		4	553
201042	HOWARD	SADIE ANN	VBM	4	554
55896	HUBBLE	AMANDA NICOLE	VBM	4	555
252005	HUBBS	TRACY R	VBM	4	556
219199	HUDDLESTON	WENDI ROXANNE		4	557
14762	HUDSON	INGER L		4	558
14883	HUDSON	JOHN C		4	559
86825	HUDSON	KIMBERLY MICHELLE	VBM	4	560
193867	HUDSON	PATRICIA ANN	VBM	4	561
217457	HUGHES	CARISSA	VBM	4	562
70442	HUGHES	SUSAN JANINE		4	563
70443	HUGHES	TIMOTHY RANDOLPH		4	564
76940	IMURA	JOANNE KEIKO	VBM	4	565
216153	INGAN	TITO NOEL	VBM	4	566
106996	IVANELLI	SANDRA MARIE	VBM	4	567
18378	IVERSEN	SHANNA JEAN		4	568
74755	IVINS	BOBBIE M		4	569
10095	IVINS	RICHARD A	VBM	4	570
73961	JACKSON	YOLANDA D		4	571
236192	JAIME	JONI LEE	VBM	4	572

CONSOLIDATED PRIMARY ELECTION
JUNE 3, 2014

CENTRAL COAST BAPTIST CHURCH
153 S 9TH ST - GROVER BEACH

Consolidation : 327 - CON 327-44
TOTAL SIGNATURES AFFIXED =

Marking the Outside Index

- Late requested VBM voters shall be crossed off in **red** before Election Day.
- ANY Available Worker may mark off the Outside Index, in **red**, at the top of each hour
- Using the line numbers from the Line # Tracker cross out the voters who signed the Roster that hour.

When can I stop marking?

See Manual pg 19
for more info



Knowing the Ballot

Precinct Number and Ballot Type can be found in the **upper left corner** of the ballot and on the Voter stub.

Make sure the voter brings the ballot **back to the correct precinct ballot box.**

Double Sided: Remind voter to vote both sides

**DO NOT DEPOSIT THE SECRECY
SLEEVES WITH THE BALLOTS**

Following the Ballot

Facsimile Ballots

- All precincts will post a Spanish facsimile ballot and instructions and certain Arroyo Grande precincts will post an additional Tagalog facsimile ballot and instructions.
- Los Osos/Baywood area is no longer required to post Tagalog facsimile ballot.
- Facsimile ballots must be conspicuously posted, and one facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)).
- In addition, a sign must be posted near the index of registration informing voters of facsimile ballots, in language required and available (EC §14201(c)(3)).
- Please post one facsimile ballot by the Outside-Index and one available on the main table with the sign notifying voters about facsimile ballots.
- Voter may take facsimile ballot with them while voting and should return after they are finished. Voter should not use the facsimile ballot to vote on or mark on.

Accessibility at the Polling Place

1 in 5 Americans have a Disability

Assisting Voters with Special Needs

- What to Do and What Not to Do (Manual pg 45)
- Secretary of State: Disability Sensitivity at the Polls (Manual pgs 46-47)
- Video Online: How to Assist People with Disabilities.

Polling Place Mitigations

Some polling places have received items to make their polling place accessible for Election Day. Ask your Precinct Assistant if you do not understand how to place these items.



What other assistance may we offer?

See Manual pgs 41-44

Access Demonstration

- Try the simulations for:
 - Wheelchair use over thresholds
 - Vision impairment



AutoMARK

The AutoMARK is a ballot **marking** machine which assists voters with **marking** their ballot.

- Three ways to select:
 - ✓ Touchscreen
 - ✓ Touchpad (w/ Braille)
 - ✓ Scroll Select Paddle
- Listen to the ballot
- Recheck selections
- Anyone can use it!



AutoMARK balloting
procedure? Manual pg 17

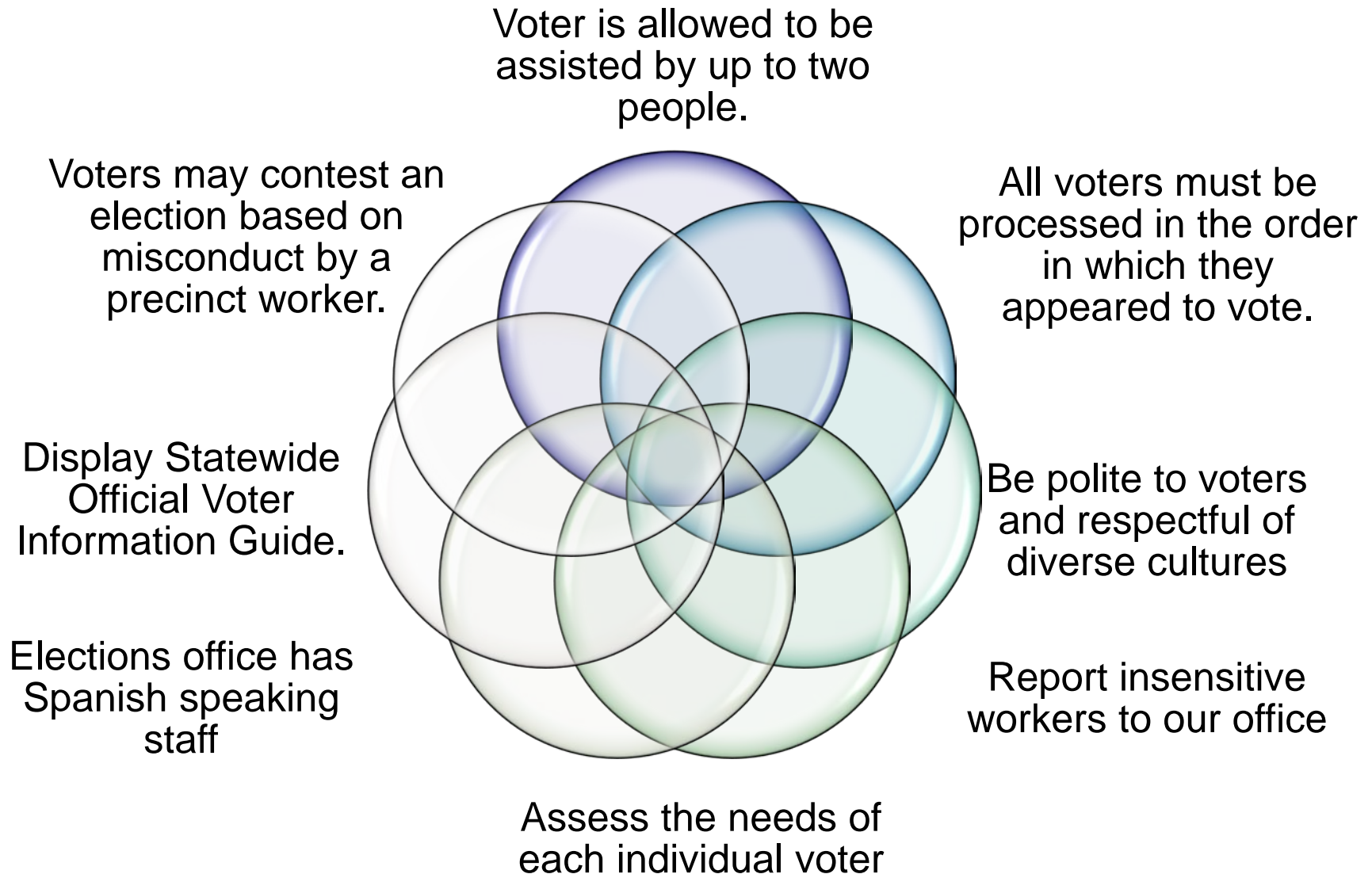
What if an error occurs?
Manual pg 76

What if there's a paper
jam? Manual pg 77



AutoMARK Manual starts on pg 59 of the Election Procedure Manual

Cultural Sensitivity



Street Poll Place Look-up

Street Poll Place Look-up

Run Date : 4/15/2018

2018 STATEWIDE DIRECT PRIMARY ELECTION

Election Date : 6/5/2018

From	To	Side	Pre	Post	Consolidation	Ballot Type		
1ST ST								Handicap Accessible
460	898	Both	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
2ND ST								Handicap Accessible
129	899	Both	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
3RD ST								Handicap Accessible
143	888	Both	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
139	239	Both	S		CON 326-49L	4	153 S 9TH ST - GROVER BEACH	CENTRAL COAST BAPTIST CHURCH Y
4TH ST								Handicap Accessible
181	759	Odd	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
194	750	Even	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
100	493	Both	S		CON 326-49L	4	153 S 9TH ST - GROVER BEACH	CENTRAL COAST BAPTIST CHURCH Y
535	575	Both	S		CON 327-50L	4	1230 TROUVILLE AVE- GROVER BEACH	GROVER BEACH COMMUNITY CENTER Y
821	1253	Both	S		CON 328-51L	4	1830 FARROLL RD, GROVER BEACH	COASTAL COMMUNITY CHURCH Y
5TH ST								Handicap Accessible
147	925	Both	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
135	452	Both	S		CON 326-49L	4	153 S 9TH ST - GROVER BEACH	CENTRAL COAST BAPTIST CHURCH Y
540	780	Both	S		CON 327-50L	4	1230 TROUVILLE AVE- GROVER BEACH	GROVER BEACH COMMUNITY CENTER Y
6TH ST								Handicap Accessible
140	979	Both	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
142	482	Both	S		CON 326-49L	4	153 S 9TH ST - GROVER BEACH	CENTRAL COAST BAPTIST CHURCH Y
534	798	Both	S		CON 327-50L	4	1230 TROUVILLE AVE- GROVER BEACH	GROVER BEACH COMMUNITY CENTER Y
7TH ST								Handicap Accessible
101	499	Odd	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
140	576	Even	N		CON 324-47	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y
154	485	Both	S		CON 326-49L	4	153 S 9TH ST - GROVER BEACH	CENTRAL COAST BAPTIST CHURCH Y
539	832	Both	S		CON 327-50L	4	1230 TROUVILLE AVE- GROVER BEACH	GROVER BEACH COMMUNITY CENTER Y
8TH ST								Handicap Accessible
621	855	Both	N		CON 323-47L	4	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER Y

Street Poll Place Look-up

- Things to notice:
 - Street names are in grey highlight across page
 - Watch the house numbers, look at the whole section of the street before referring.
 - Which side of the street? Even, odd, or both?
 - Which direction of the street does someone live on? North, south, east, or west?
 - Tells which ballot type is being issued
 - Mail Ballot Precincts
 - Name and address of precincts
 - If they are Accessible

Provisional Voters

With the creation of **provisional voting**, there is little need to challenge a voter.

Eligibility to vote cannot be determined using the Roster.

Remember:

- Envelope **COMPLETED LEGIBLY & SIGNED by Voter**
- Roster is COMPLETED legibly by Provisional Specialist.
- Voter signs Provisional Roster & Envelope
- Tape Tally Sheet on **Blue Bag**
- Ballots are tallied BEFORE dropped in **Blue Bag**
- At the Close of Polls: Complete, **SIGN**, and have Inspector sign Provisional Ballot Statement on BACK of the Provisional **Roster**

If a provisional voter signs the main Roster, cross out their signature and make a note they voted provisionally—do not count as regular voter.

Conditional Voter Registration (CVR)

CVR allows an individual during the 14 days prior to Election Day through Election Day to register conditionally to vote with their County Elections Official and complete a provisional ballot. The voter will appear at the polling place to the Roster Clerk. The Roster Clerk will determine whether the voter's name is on the Roster. If not, the voter will be sent to the Provisional Specialist where they will be given two choices in writing:

Your name is not in the roster. Due to California's Conditional Voter Registration law, you are allowed to register to vote up to and including Election day. You have two options:

Choice #1

Vote a provisional ballot at the polls

You will complete a Voter Registration Card, provisional envelope and provisional ballot at this polling place. The polling place worker **cannot** process your voter registration or validate you as a voter. This is not a CVR provisional ballot.

PLEASE NOTE: IF YOU CHOOSE THIS OPTION AND YOU ARE NOT ALREADY A REGISTERED VOTER IN THIS COUNTY, YOUR BALLOT WILL NOT BE COUNTED, BUT YOU WILL BE REGISTERED TO VOTE IN THE NEXT ELECTION.

To check your voter status online before making a decision, please go to <https://voterstatus.sos.ca.gov/>

Choice #2

Vote a Conditional Voter Provisional ballot

You may only vote a CVR Provisional ballot at the nearest office of the County Clerk-Recorder. At our office, you will complete a Voter Registration card. We will process your registration and validate you as a voter. You will then be issued and may vote a CVR provisional ballot.

Office locations:

- **San Luis Obispo:** 1055 Monterey St, Rm D120
- **Atascadero:** 6565 Capistrano Ave (2nd Floor of Library bldg)

Questions?

Please call County Elections at (805) 781-5228

Signatures Required: Provisional Roster

Provisional Voter Roster

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Sections 18560 & 14108).

Total
Signatures

LINE NUM	VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	PARTY BALLOT ISSUED (PRIMARY ONLY)
	Print Name John Smith	Residence Address (NOT PO Box or mailing address) 1234 Johnson Ave	Ballot Type/ 5	
	Signature <i>John Smith</i>	City, Zip Code San Luis Obispo 93401		
	Print Name Haley Jones	Residence Address (NOT PO Box or mailing address) 756 Saratoga St	Ballot Type 5	
	Signature <i>Haley Jones</i>	City, Zip Code San Luis Obispo 93401		
	Print Name Sigmund Verloffer	Residence Address (NOT PO Box or mailing address) 587 Kind Canyon Rd	Ballot Type 5	
	Signature <i>Sigmund Verloffer</i>	City, Zip Code San Luis Obispo 93401		
	Print Name	Residence Address (NOT PO Box or mailing address)	Ballot Type	
	Signature	City, Zip Code		
	Print Name	Residence Address (NOT PO Box or mailing address)	Ballot Type	
	Signature	City, Zip Code		
	Print Name	Residence Address (NOT PO Box or mailing address)	Ballot Type	
	Signature	City, Zip Code		
	Print Name	Residence Address (NOT PO Box or mailing address)	Ballot Type	
	Signature	City, Zip Code		
	Print Name	Residence Address (NOT PO Box or mailing address)	Ballot Type	
	Signature	City, Zip Code		

Signatures Required: Provisional/VBM Ballot Statement

**INSPECTOR AND PROVISIONAL
SPECIALIST MUST SIGN BELOW:**

IF the Inspector is the **PROVISIONAL
SPECIALIST**, another precinct board
member signs as the second verification.

WE HEREBY CERTIFY that the total number
of Provisional and Vote by Mail Ballots
received is as indicated on the
Provisional/Vote by Mail Summary.

WE FURTHER CERTIFY that all voters whose
signatures appear in this Roster voted this day
except those listed as challenged.

WE FURTHER CERTIFY that the voters
assisted with Provisional Voting are listed in
this Roster.

**TWO PRECINCT BOARD MEMBERS
MUST SIGN BELOW.**

Provisional/Vote by Mail Ballot Statement	
Line No. & Category	Total
1. Number of Provisional Ballots Received on Election Morning	50
2. Number of Provisional Ballots Issued (from the Provisional Tally Sheet)	3
3. Number of Returned Voted Vote by Mail Ballots (from the Returned Voted Vote by Mail Ballot Tally Sheet)	75
4. TOTAL Number of Ballots in Provisional/Vote by Mail BALLOT Bag (Add Lines 2 AND Line 3)	78
5. Number of Spoiled Provisional Ballots (from Spoiled Provisional Ballots Tally)	0
6. Number of Unused Provisional Ballots (Count the number of remaining Ballots)	47

INSPECTOR: Bob McPherson (Or Provisional Specialist)

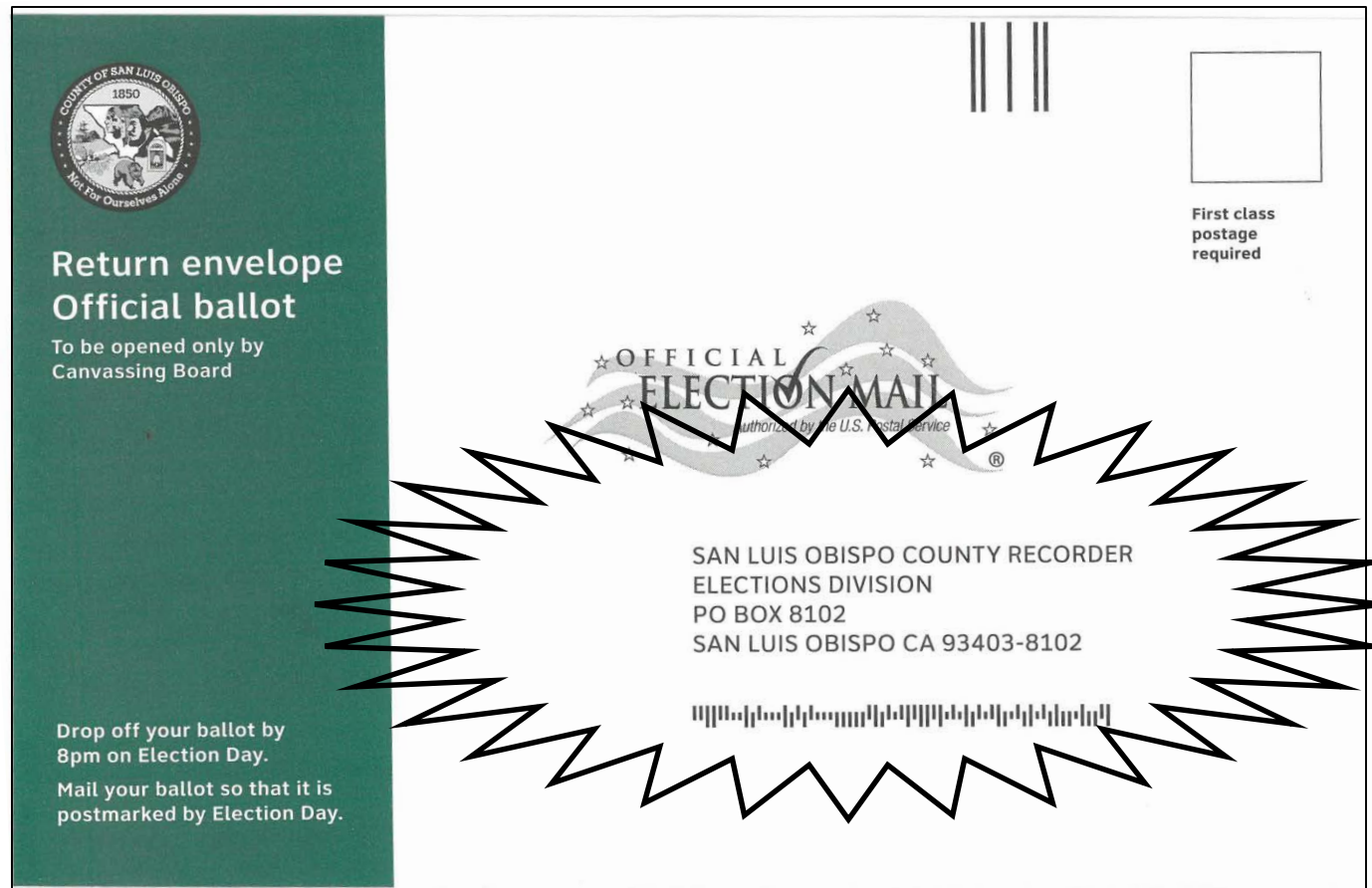
PROVISIONAL SPECIALIST: Eileen Johanson (Or Other Precinct Board Member)

Returned Voted Vote-by-Mail Ballots

- Make sure:
 - Envelopes are issued from a California County

What should I be looking for on the backside?

There's a checklist on Manual pg 56




Back of Vote-by-Mail Envelope

New Vote-by-Mail envelopes will be in circulation; make sure the necessary information has been completed by the voter.

Anyone other than the voter may return the Vote-by-Mail ballot in a completed envelope. They will complete the upper left hand area

Voter will sign in the red box and date below.

<p>I authorize the person below to return my ballot:</p> <p>Their name <u>Michael Scott</u></p> <p>Their signature <u>Michael Scott</u></p> <p>Relationship to voter <u>Neighbor</u></p>	<p>Did you...</p> <p><input type="checkbox"/> Sign the voter's declaration in your own handwriting?</p> <p><input type="checkbox"/> Put your ballot in the envelope?</p> <p><input type="checkbox"/> Make a mistake on your ballot and want a new one?</p> <p>Please contact the Elections Office for further instructions at 805-781-5228</p>
<p>Voter's declaration I declare that:</p> <ul style="list-style-type: none">• I am the person whose name appears on this envelope, a resident of the Precinct in which I am voting, and reside at the address displayed to the right.• I have not applied, nor will I apply for a vote-by-mail ballot from any other jurisdiction in this election.• I declare under penalty of perjury that this is true to the best of my knowledge and belief. <p>You must sign in your own handwriting in order for the ballot to be counted. Your signature must match the signature on your voter registration card.</p> <p>VOTING TWICE IN AN ELECTION IS A CRIME.</p> <p>VOTER SIGN HERE IN INK (Power of attorney is not acceptable)</p>	<p><u>If different from above</u>, current residence address in the County of San Luis Obispo. PO Box is not acceptable.</p>
<p>X <u>Mary Anne Johnson</u></p> <p>DATE <u>11/06/2018</u></p> <p>If you are unable to sign, make your mark and have a witness sign below:</p> <p>Witness X _____</p>	

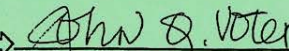
- No envelope? Use Green Envelope
- Envelopes are signed filled out **LEGIBLY & COMPLETELY**
- Tally ballots **BEFORE** dropping in the Blue Bag

NOTICE: The voter must sign the declaration below in his or her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00 pm) Election day.

IMPORTANT: Complete information below **ONLY** if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day by someone other than the voter.

DECLARATION OF VOTER

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for an absent voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.

SIGN HERE  Signature of Voter (Do Not Print/Sign will not be counted without signature)

Residence address in San Luis Obispo County (P O Box not acceptable)
Date: 01/01/08

If you have spoiled your ballot and wish another sent to you, enclose the spoiled ballot and mark a check in this box... ☐

IF the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one (1) person.

Witness X

COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE

Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.

X
Print name of designee returning ballot Signature of designee returning ballot

VOTE BY MAIL BALLOT RETURNED TO THE POLLS WITHOUT THE RETURN ENVELOPE

Voter **MUST SIGN** on signature space on left side of envelope.

Printed Name JOHN Q. VOTER

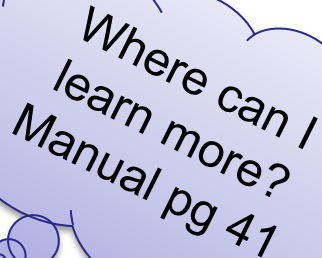
Residence Address 555 MAIN ST.
ANY TOWN

MUST BE COMPLETED LEGIBLY

VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED

All Ballots issued in California are to be accepted. Only tally ballots from San Luis Obispo County—place all ballots for safekeeping in the Blue Bag.

A **spoiled ballot** is a Precinct ballot that has a mistake in which the voter would like to exchange for another ballot. The voter will go back to the **Roster Clerk** for a new ballot. The spoiled ballot will be tallied on the Voter Tally.

[illegible]

IMPORTANT: The voter must sign in the box below in his or her own handwriting in order for the ballot to be counted.

By law, you may only return your own ballot. However, if you are ill or disabled, complete box to the right.

IF BALLOT IS RETURNED BY A DESIGNEE COMPLETE THIS BOX

Due to illness or disability, I authorize the following person to return my ballot to any polling place in San Luis Obispo County, or to the Registrar of Voters' Office. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.

Print name of **designee** returning ballot _____

Signature of **designee** returning ballot _____

Witness _____

If the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one person.

Make a mistake on your ballot and want a new one? Enclose your ballot and check here. ☐

DECLARATION OF VOTER

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for a vote by mail ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. **VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.**

SIGN IN BOX BELOW (Do Not Print)

**SURRENDERED
VOTE BY MAIL BALLOT
DO NOT COUNT**

X _____

A **surrendered ballot** is a VBM ballot the voter is exchanging for a Precinct ballot. The voter will be listed in the Roster.

Election Day Occurrences



See Manual pgs 48-49

- Media

Can the media take a picture of voters voting?

- Electioneering

Be apolitical. No group advertising or wearing of political insignia.

- Exit Polling

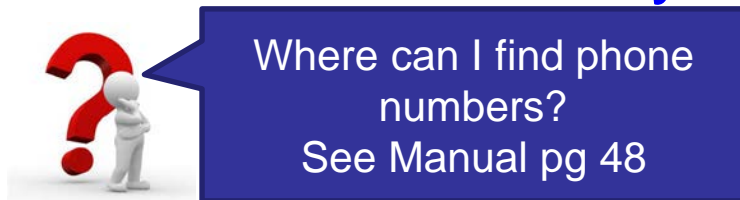
This sounds like electioneering.... What's the difference?

- Poll Watchers

Can they really watch us work?

Rare Occurrences

- In rare and unusual circumstances a Court Order may extend the voting hours.
- What to do in an Emergency: grab Ballot Box, Roster, and Blue Bag
- If polling place operations have been disrupted by a voter's behavior:
 - Immediately report disruptive behavior to county elections office
 - Contact law enforcement
 - Try to separate the disruptive behavior from the operation of the polling place.
- Precinct workers are not expected to put themselves in physical jeopardy.



Closing Procedures

- Distribute Closing Checklists (Manual pgs 25-37)
- You must stay until all closing procedures are completed
- Voted Ballots teams must be at least 2 people
 - Rubber band ballots in batches of 50
 - Mark one Voted Ballots Box with total # of ballots returned and with Box ___ of ____
- Forms indicate where they are to be placed on Election Night.
- Take down signs, as noted on Checklists
- Return materials to the Supply Tub as they arrived

Signatures Required

Closing Certificate – Required Information CON

WE HEREBY CERTIFY that the number of voters who voted in this election is _____ and _____.
Write out words full length figures
and the list of voters, less those who did not vote as listed above, constitutes the roster of this precinct for this election.

*NOTE TO PRECINCT BOARD: For example, the figure here is determined as follows: 100 persons have signed the Roster during Election Day and 10 of these have been challenged; of the 10 challenged, 8 have been allowed to vote and 2 were not allowed to vote; the actual number voting would be 98.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected spoiled and canceled found in the ballot container and the number accounted for is indicated on the Precinct Ballot Statement.

ALL PRECINCT BOARD MEMBERS present at the closing of the polls must sign below; use the back of this sheet, if necessary)

WE FURTHER CERTIFY that all voters whose signatures appear in this Roster voted this day, except the following below, if applicable, who, after signing the Roster failed to vote or who were challenged and denied the right to vote.

Inspector: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

WE FURTHER CERTIFY, if applicable, that the below Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

No.	Voter's Name	Roster Line No.	No.	Voter's Name	Roster Line No.
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

Precinct Ballot Statement

How do I complete
this form?

For line by line
instructions see
Manual pg 29



**All Workers present at
Closing must sign**

**Don't forget to mail the
White copy in the BRM
Envelope**

PUT yellow copy in Envelope 4
MAIL white copy in BRM Envelope

PRECINCT BALLOT STATEMENT

(Elections Code 14405, 14421, 15271, 15275)

1. Total number of PRECINCT BALLOTS (ALL PARTIES in a Primary) received from the Precinct Ballot Quantities Worksheet Line 1 _____
2. Total NUMBER of VOTERS who SIGNED Roster Line 2 _____
3. Number of VOTED ballots
 a. Number of voted ballots in the Ballot Box Line 3a _____
 b. Number of voted AutoMARK ballots, if any Line 3b _____
 TOTAL of Lines 3a and 3b Line 3 _____
4. DIFFERENCE between number on Line 2 (signatures on Roster) AND on Line 3 (voted ballots) if any Line 4 _____
5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) Line 5 _____
6. Number of UNVOTED precinct ballots from Precinct Ballot Quantities Worksheet Line 6 _____

Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.

We CERTIFY that the above information is true and correct.

CERTIFICATE OF PACKAGING AND SEALING

We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence, and that we have enclosed in the containers or envelopes the contents listed on each label.

Take the following items to the Regional or Central Collection Center.

Blue Bag containing voted Vote-by-Mail Ballots and Provisional Ballots

Collection Center Return Bag Containing:

- Envelope 2 – See envelope for list of contents
- Envelope 4 – See envelope for list of contents
- Container(s) for Voted Ballots – Voted ballots from Ballot Box (Indicate number of ballots in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).

LEAVE Envelope 5, Supply Tub, empty Ballot Box and voting booths at the polling place.

Date: _____

Time: _____

Inspector: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____

Clerk: _____